



PLANNED PARENTHOOD SOUTHWEST OHIO REGION

JOB DESCRIPTION

POSITION:	Human Resources Generalist	DEPARTMENT:	Administration
REPORTS TO:	Vice President of Human Resources	STATUS:	Exempt (Full-Time)
UPDATED:	December 2019		

JOB SUMMARY:

Supports the Vice President of Human Resources in ensuring smooth and efficient business operations are managed for PPSWO which directly affect employees. Ensures all areas of HR are deemed appropriate to the mission and goals of the organization, clearly understood and fairly implemented. Provides in-depth support to human resources functions (i.e. correspondence generation, report generation, record keeping, and payroll/benefits file maintenance.)

RESPONSIBILITIES:

- Employee Relations/Systems/Processes
 - Ensures personnel files and record keeping comply with all legal and regulatory requirements, including requirements from PPFA, and staff credentials are maintained and current
 - Processes payroll bi-weekly
 - Oversees credentialing process for licensed personnel
 - Conducts exit and stay interviews
 - Investigates and mediates employee issues and concerns
 - Provides employment verification
 - Initial point of contact for 3rd party vendor relationships
- Benefits administration:
 - Manages benefit enrollment including dispensing information to employees, enrolling new employees, terminating benefits of displaced employees, and coordinating with benefit providers.
 - Provides timely feedback regarding benefit administration and employee experience.
 - Leads the employee wellness programs and seeks out opportunities to increase employee connection and engagement.
- Recruiting:
 - Manages the hiring process and collaborates with hiring managers
 - Proactively recruits from a wide variety of sources to ensure PPSWO attracts highly qualified, diverse candidates with the skills and attributes needed to be successful.
- Maintains follow-up system that insures performance appraisals are done on time, using appropriate tools, and processed according to agency policies.
- Assists with data collection for employee training programs, internal and external, if required.

- Perform other duties as assigned by the supervisor.

KNOWLEDGE AND SKILL REQUIREMENT:

- Minimum of two (2) years college or equivalent experience in Human Resources/payroll.
- Understanding of personnel records retention guidelines.
- Understanding of Ohio and federal payroll laws.
- Attention to detail.
- Understanding of human resources policies and procedures.
- Basic clerical and math skills required.
- Excellent verbal and written communication skills.
- Able to write and speak English.
- Ability to maintain absolute confidentiality in all aspects of human resources work.
- Ability to operate a computer, keyboard and multi-key telephone.
- Ability to function well as a team member.
- Ability to plan and complete multiple concurrent projects.
- Commitment to PPSWO's mission, goals and objectives.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to lift and /or move up to 25 pounds, sit, talk, hear, stand, bend, walk; use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance; stoop, kneel, crouch, crawl, and use repetitive motions of the hands and wrists.
- Ability to get to the work site; also other PPSWO health centers and meetings when required.